



TOWN MANAGER'S MONTHLY REPORT

UPCOMING

- ✓ **Town Council Meeting:** December 10 @ 10:00 am
- ✓ **Town Council Workshop:** December 16 @ 3:00 pm

DEPARTMENTS

Police Department, Chief Jason Lovins (see att'd report)

- The Department's activity is as follows:
Traffic Stops – 52
Incident Reports – 14

Code Enforcement, Joe Hinks (see att'd report)

- Issued 29 building permits in November.
- Conducted 18 property inspections in November.

Public Works, Supervisor Jon Stiffler

- Inspected waterways in Town boat; cleaned up debris from canal ends as a result of flooding.
- Power washed lifeguard stands.
- Repaired broken bike station.
- Planted blue spruce at Town Hall.
- Removed fall displays and installed Christmas lights along RT 1.
- Hung Christmas decorations on Town Hall.
- Replaced dusk to dawn sensor on south end Christmas lights.
- Swept streets on eastside of RT 1.
- Removed pine at N. 6th walkway and trimmed back.
- Attended CEC meeting.
- Installed 6" plug on drainpipe on New Castle to stop water from flooding onto street.
- Inspected storm drain complaint at 103 Bayshore.
- Worked on sink drain in men's room in Town Hall.
- At the request of Council, finished trimming ROW throughout town but continue to inspect.
- Installing new drain basin and pipe on Black Gum to help with water ponding along ROW.
- Assist Manager & Town Hall staff with various projects.

Town Hall, Town Manager Maureen Hartman

- Update on November 8 from David Bartoo of Delaware State Parks on the Assawoman Canal Phase 3 Design – "as reported back in August, we have funding in place, thanks to our General Assembly, to begin the design work for the trail segment between Route 26 and Black Gum Drive in South Bethany (phase 3). This is the 1.7-mile canal segment along the east bank adjacent to Bethany Beach, Sea Colony and Bahamas Beach Cottages. This trail segment will be a challenge with limited

access, no public parking, and the installation of 5 bridges. We anticipate starting the design process within the next few months. The upcoming segment will have a similar look and feel as the existing eight-foot-wide stone dust trail in Ocean View.”

- The Town had a very successful FEMA open house on November 4. Eighteen property owners pre-registered for the open house and several others signed up for the one-on-one telephone call with FEMA representatives. Thanks to Janet Powell for helping to put this together with FEMA reps.
- November 1 bid openings for surplus public works items totaled \$3,300.
- Assist residents with various items.
- Assisted Council members & committee chairs with projects.
- November 5 meeting with a representative from U.S. Wind and Mayor Saxton.
- Researched and presented EV charging station information to council.
- Participated in several webinars through ICMA and DNREC.
- Working with GMB on the road project and pedestrian walkway project.
- Comcast started laying infrastructure for their services.
- Attended meeting in Bethany Beach with Mayor Saxton.
- Along with Admin Specialist, Janet Powell, preparing for the 2022 Town election.
- Budget & Finance Committee meeting on November 17.
- Prepared meeting room for ‘Coffee with the Chief’ on November 22.